

Annual Review Process for Discovery Theme Faculty in ASC

Revised July 1, 2021

Background: The MOU for Discovery Theme faculty members includes a requirement for input from the DT focus area leader in the faculty review process. This requires a clear statement of the expectations for faculty participation in the DT mission.

Process for setting expectations: Within six months of date of hire, a face-to-face meeting of the faculty member, TIU head, and DT focus area leader will establish goals and expectations. A document summarizing this discussion, co-signed by all three, should be included in the faculty member's personnel file and as an appendix to the annual review letter (see below). The annual review letters then become part of the dossier for fourth year reviews and tenure and/or promotion reviews.

Process for conducting annual reviews: The annual review process for DT faculty members in ASC will proceed as follows (with the exception of probationary assistant professors undergoing their fourth year review; see below):

- 1) **February 1:** deadline for faculty member to submit annual activity report to the department
- 2) **March 1:** deadline for TIU head to send the annual report to and solicit written input from the DT focus area leader on whether the faculty member's performance aligns with the stated goals and expectations (attach statement of goals to solicitation)
- 3) **March 30:** deadline for DT leader to provide written feedback to TIU head
- 4) **July 1:** deadline to upload copies of annual review letters to the college OneDrive designated for this purpose
 - a. As they write their annual reviews, chairs and directors should take into consideration the comments of the DT faculty leaders, whether written or oral. In addition, chairs and directors should append to their own review letters:
 - b. any written input from the DT focus leader (letter or e-mail); and
 - c. the goals and expectation document.
 - d. All three documents should be sent by the chair to the faculty member, retained in the faculty member's personnel file, and uploaded as a single file into the appropriate Annual Review folder on the college's OneDrive.
- 5) ASC will check annual review files submitted to the college, and if no DT input is included, the Associate Dean for Faculty Affairs will send a final request to the DT focus area leader. No response from the DT focus area leader will be considered a positive review.



Process for conducting fourth year reviews for Discovery Theme faculty:
Please see the [Promotion and Tenure](#) section on the intranet for more details. The annual review for DT faculty members in ASC who are in the fourth year review process will follow a modified schedule:

- 1) February 1:** deadline for faculty member to submit core dossier to the department
- 2) February 15:** deadline for TIU head to send the core dossier to and solicit written input from the DT focus area leader on whether the faculty member's performance aligns with the stated goals and expectations; the solicitation letter should be included in the core dossier as verification that input was solicited if no written input is received
- 3) March 1:** suggested deadline for DT focus area leader to provide written feedback to TIU head for inclusion in the core dossier (placed in the Internal Review Evaluation section V.B.3.); date can be adjusted as needed to align with scheduled meetings of the eligible faculty
- 4) April 1:** deadline for submission of fourth year dossiers to ASC

